

Voucher Filing

Home / Voucher Filing

File Your Weekly Voucher for Unemployment Insurance Benefits

You have until 8:59 p.m. on the Saturday after the last day in a voucher week to submit a timely voucher for unemployment insurance benefits. For example, if you wish to claim unemployment insurance benefits for the week of Sunday, January 15th, through Saturday, January 21st, you must submit your voucher no later than 8:59 p.m. on Saturday, January 28th. Failure to submit your voucher on time may affect your benefits. If you appealed a denial of your benefits, you must continue to submit timely vouchers during the appeal process. A late voucher filing is allowed only when the Department determines that good cause existed for you to file the voucher late.

Field(s) marked with an asterisk * are required.

Select the week for which you would like to file. *

(Only one week may be selected at a time)

☒ 04/30/2017 - 05/06/2017

< Back

Continue >

In order to request payment of benefits each week, you must complete a weekly voucher. Weekly vouchers for unemployment insurance benefits are available each week beginning Sunday at 12:00AM EST. You will have until 8:59PM EST on Saturday of each week to complete the voucher. The Uplink Claimant Self Service homepage will be available 24 hours a day, seven days a week. However, you will not be able to file weekly vouchers between 9:00PM and 11:59 EST on Saturday of each week. If you have a pending appeal, you are still required to submit timely vouchers each week.

Please allow sufficient time to complete your weekly voucher. Read each question thoroughly before responding.

Select the radio button for the week you wish to file.

You have 2 Days, 13 Hours, 36 Minutes to finish filing the claim

1 Voucher Introduction

2 Employment History

3 Income

4 Ability to Work

5 Miscellaneous

6 Verify/Submit Voucher

Voucher Week 04/30/2017 through 05/06/2017

*Field(s) marked with an asterisk * are required.*

Do you want to claim unemployment insurance benefits for the week of 04/30/2017 through 05/06/2017? *

☐ Yes ☐ No

< Back

Continue >

Notice the ticker at the top of each page. This keeps you alerted as to how much time you have left to complete your weekly voucher.

Below the ticker is a progress bar that will show you where you are in the voucher filing process. As you complete each module, the progress bar will change colors.

Please pay close attention to the dates that correspond to the voucher you have chosen to file. All of the questions on the weekly voucher pertain only to the specific dates listed on the screen above.

Answer “yes” or “no” to whether you would like to file for benefits for the week noted on the screen.

You have 2 Days, 13 Hours, 34 Minutes to finish filing the claim

- ✓ Voucher Introduction
- 2 Employment History
- 3 Income
- 4 Ability to Work
- 5 Miscellaneous
- 6 Verify/Submit Voucher

What You Need To Know

The following screens will include questions regarding all of the places where you may have worked since **04/02/2017**. Employers that have reported wages under your Social Security Number will be displayed to you on the next few screens. If you have had additional employment since **04/02/2017** that is not displayed on the following screens, you may add that employment on the following screens.

You will need the following information ready for each of your employers before continuing to the next screen:

1. Approximate start date
2. Separation date or the last day you worked
3. Work schedule
4. Reason for separation
5. Check stub and/or [rate of pay](#)

Please be as accurate as possible when answering questions about your work history. Inaccuracies can lead to a delay in your benefits, as well as corrections that can cause overpayments on your claim.

If you need to take a break to gather the information listed above regarding your employers since **04/02/2017** that have not been reported, select "Save and Logout". You will be able to log back into your Uplink account and complete your claim at any time outside of the hours between at 8:59 p.m. Saturday and 12:00 a.m. Sunday.

Save & Logout

If you are ready to tell us about any unreported employment since **04/02/2017**, choose "Continue".

< Back

Continue >

For the next few screens in this module, you will be asked questions regarding any employment you may have had during the identified period of time. Employers that have reported wages under your Social Security Number are displayed throughout this module. If you have had employment that is not listed during this voucher week, you will have an opportunity to add it later.

Have the information listed on this screen, such as your employment dates, your reason for separating from your employers, and your check stub, on hand when answering questions. Again, it is important to read each question carefully and answer the questions accurately, as mistakes can lead to a delay in your benefits or to corrections that may cause overpayments.

You have 2 Days, 13 Hours, 33 Minutes to finish filing the claim

1 Voucher Introduction 2 **Employment History** 3 Income 4 Ability to Work 5 Miscellaneous 6 Verify/Submit Voucher

Employment History Timeline



Your Employment History since 01/01/2016

Review the information on this screen carefully to ensure that your employment history since **04/02/2017** through **05/06/2017** is correct. If you need to make corrections to your employment history, click the "Edit" button next to any employment record that is incorrect. If you need to add employment, click the appropriate "Add" button below that corresponds to the type of employment you need to add.

When you are finished and when your employment history since **04/02/2017** through **05/06/2017** is correct, choose "Continue".

Show 5 ▾ entries

Filter:

Employer Name ▲

Employer Business Activity ◆

Start Date ◆

End Date ◆◆

No Employment History Records Available

Showing 0 to 0 of 0 entries

Previous

Next

+ Indiana Employment

+ Military Employment

+ Federal Employment

+ Out of State employment

< Back

Continue >

This screen list any employers you may have worked for in the past. Review all of the information for accuracy. If you have employment that is not listed, select the button that corresponds to the type of employment you would like to add.

You have 2 Days, 13 Hours, 32 Minutes to finish filing the claim



Voucher Introduction

2

Employment
History

3

Income

4

Ability to Work

5

Miscellaneous

6

Verify/Submit
Voucher

Employment History Summary

You indicated that all of your employment since **04/02/2017** has been reported.

*Field(s) marked with an asterisk * are required.*

☐ I affirm that the above employment history is correct. *

< Back

Continue >

Affirm that you have reported all employment since the date shown on the screen. You cannot move forward until you affirm that your employment history is correct.

Caution:

You are leaving the Employment History section of your unemployment insurance claim. If you need to come back to this section to make changes, you will be required to provide additional information. Please take a moment to ensure your Employment History is correct and complete before moving on to the next section

Cancel

I'm ready. Continue >

*Field(s) marked with an asterisk * are required.*

☒ I affirm that the above employment history is correct. *

< Back

Continue >

Once you affirm that your employment history information is correct, you will receive a warning advising you that if you need to return to this section and make changes, you will be required to provide additional information about any employment you have had.

You have 2 Days, 13 Hours, 31 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

What You Need To Know

The following screens will include questions regarding money you will receive or have already received since 04/29/2017. For example, some employers pay out earned vacation time, sick pay, or holiday pay in a worker's last paycheck. Have your check stubs and severance or separation agreement, if applicable, ready when you answer these questions.

If you are ready to tell us about any money you may have or will receive since 04/29/2017, choose "Continue".

< Back

Continue >

You are required to report all money you have received or will receive from any employer for the time period noted. This includes vacation, holiday, or severance pay.

Warning!

Failure to report earnings for employment during 04/30/2017 to 05/06/2017 or any other unreported payments since 04/29/2017 that you have or will receive may result in a fraud investigation or overpayment of benefits.

Close

I understand. Continue >

The following screens will include questions regarding money you will receive or have already received since 04/29/2017. For example, some employers pay out earned vacation time, sick pay, or holiday pay in a worker's last paycheck. Have your check stubs and severance or separation agreement, if applicable, ready when you answer these questions.

If you are ready to tell us about any money you may have or will receive since 04/29/2017, choose "Continue".

< Back

Continue >

Throughout the process of filing your weekly claim voucher, you will receive warnings about failing to report all wages. You must report all earnings during the time period in question. Failure to disclose this information will result in a fraud investigation and the creation of an overpayment on your claim.

You have 2 Days, 13 Hours, 31 Minutes to finish filing the claim

- ✓ Voucher Introduction → ✓ Employment History → 3 Income → 4 Ability to Work → 5 Miscellaneous → 6 Verify/Submit Voucher

Self-Employment Compensation

*Field(s) marked with an asterisk * are required.*

Have you received or will you receive [compensation](#) for self-employment for the period of time between 04/30/2017 and 05/06/2017? *

☐ Yes ☐ No

< Back

Continue >

You are required to report all self-employment compensation for the time period noted.

You have 2 Days, 13 Hours, 30 Minutes to finish filing the claim

✓ Voucher Introduction

✓ Employment History

3 Income

4 Ability to Work

5 Miscellaneous

6 Verify/Submit Voucher

Other Income

Field(s) marked with an asterisk * are required.

Have you or will you receive any type of payment, other than wages, from the employers listed below? *

☐ Yes ☒ No

Employer Name

WHITE CASTLE SYSTEM INC

< Back

Continue >

If you received any income other than wages from any employers listed on the screen, select “yes” and answer all follow-up questions.

You have 2 Days, 13 Hours, 30 Minutes to finish filing the claim

✓ Voucher Introduction

✓ Employment History

3 Income

4 Ability to Work

5 Miscellaneous

6 Verify/Submit Voucher

Strike or Sub Pay

Field(s) marked with an asterisk * are required.

Since 04/29/2017, have you received or will you receive Sub Pay that was not previously reported? *

☐ Yes ☒ No

Since 04/29/2017, have you received or will you receive Strike Pay that was not previously reported? *

☐ Yes ☒ No

< Back

Continue >

If you received Sub Pay or Strike Pay during the time period noted, you must report it by answering the questions on the screen above.

You have 2 Days, 13 Hours, 28 Minutes to finish filing the claim



Voucher Introduction



Employment History

3

Income

4

Ability to Work

5

Miscellaneous

6

Verify/Submit Voucher

Government Assistance Income

Field(s) marked with an asterisk * are required.

Are you receiving or will you receive Disability payments that were not previously reported? *

☐ Yes ☒ No

Are you receiving or will you receive Social Security payments that were not previously reported? *

☐ Yes ☒ No

< Back

Continue >

If you received or will receive Disability payments or Social Security payments that you did not previously report during your claim filing, you must report those payments by answering the questions on the screen above.

You have 2 Days, 13 Hours, 27 Minutes to finish filing the claim



Voucher Introduction



Employment
History

3

Income

4

Ability to Work

5

Miscellaneous

6

Verify/Submit
Voucher

Pension / 401k / Retirement Pay

*Field(s) marked with an asterisk * are required.*

Do you have any type of pension, 401k, or retirement plan? *

☐ Yes ☒ No

< Back

Continue >

Answer “yes” or “no” to the question about 401K, pension, and retirement plans. If you select “yes”, answer all follow-up questions.

You have 2 Days, 13 Hours, 27 Minutes to finish filing the claim



Income Summary

Weekly Earnings

Gross Earnings from:

[Edit](#)

Self-Employment

\$0.00

Other Income

[Edit](#)

You indicated that you are not receiving any unreported non-wage payments.

Strike or Sub Pay

[Edit](#)

You indicated that you are not receiving Sub Pay.

You indicated that you are not receiving Strike Pay.

Social Security, Social Security Disability, and Disability Pay

[Edit](#)

You indicated that you are not receiving Disability Pay.

You indicated that you are not receiving Social Security payments.

Pension, 401k, or other Retirement Plan Payments

[Edit](#)

You indicated that you do not have any type of Pension, 401k, or retirement plan payment.

Field(s) marked with an asterisk * are required.

☐ I affirm that the above information is correct. *[< Back](#)[Continue >](#)

Please review your answers to all of the questions about your income during the time period noted. If you need to correct your response, select "Edit" in the section that is in need of a correction. When you are finished, affirm that all of your answers are correct.

Warning!

You must report all of your earnings, income, and other payments on your weekly voucher. Report earnings on the voucher for the week in which you earned the money. Failure to report your earnings, income, and other payments on your vouchers may result in a fraud investigation or an overpayment of benefits.

Close

I understand. Continue >

Weekly Earnings

Gross Earnings from:

Edit

Self-Employment

\$0.00

Other Income

Edit

You indicated that you are not receiving any unreported non-wage payments.

Strike or Sub Pay

Edit

You indicated that you are not receiving Sub Pay.

You indicated that you are not receiving Strike Pay.

Social Security, Social Security Disability, and Disability Pay

Edit

You indicated that you are not receiving Disability Pay.

You indicated that you are not receiving Social Security payments.

Pension, 401k, or other Retirement Plan Payments

Edit

You indicated that you do not have any type of Pension, 401k, or retirement plan payment.

Field(s) marked with an asterisk * are required

☒ I affirm that the above information is correct. *

< Back

Continue >

You must report all earnings, income, and other payments to the Department. Failure to do so will result in a fraud investigation and the creation of an overpayment on your claim.

You have 2 Days, 13 Hours, 27 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

What You Need To Know

The following screens will ask you questions about your ability to search for and accept full-time work and about whether you are able and available to search for and accept full-time work. State and federal laws require that you actively look for full-time work and that you be able and available to accept full-time work, if it is offered to you, in order for you to receive unemployment insurance benefits.

If you are ready to tell us about your ability to accept full-time work, choose "Continue".

< Back

Continue >

In order to receive unemployment benefits, you are required to be able to work full-time and to be available to accept full-time work if a position were offered to you.

For the next series of screens, you will answer questions about whether you are able and available to search for and accept full-time work.

You have 2 Days, 13 Hours, 26 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

Check all of the following that apply to the week of 04/30/2017 to 05/06/2017:

At least one selection is required.

- ☐ I was physically unable to search for or accept a full-time job.
- ☐ I was mentally unable to search for or accept a full-time job.
- ☐ I was a student or I was enrolled in a training or apprenticeship program, and that affected my ability to search for or accept a full-time job.
- ☐ I was caring for a child or another person, and that affected my ability to search for or accept a full-time job.
- ☐ I was partially or fully self-employed at that time.
- ☐ I did not have reliable transportation.
- ☐ I took one or more day(s) off of work for which I was scheduled during the week of 04/30/2017 to 05/06/2017.
- ☐ I was on vacation or out-of-town for one or more day(s), and that affected my ability to search for or accept full-time work.
- ☐ I was sick for one or more day(s), and that affected my ability to search for or accept work.
- ☐ I had some other issue that prevented me from searching for or accepting a full-time job.
- ☐ None of the above. I was able and available to search for or accept a full-time job.

< Back

Continue >

Select all of the statements that apply to your ability to search for and accept full-time employment or select “None of the above,” if applicable.

You have 2 Days, 13 Hours, 26 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

Ability to Work Summary

The answers you provided on the last few pages are summarized below. Please confirm that all your answers are correct.

Edit

I was able to search for and accept a full-time job the week of 04/30/2017 to 05/06/2017.

Edit

Field(s) marked with an asterisk * are required.

☐ I affirm that the above information is correct. *

< Back

Continue >

Review your responses to the Ability to Work Summary. You may make any necessary changes to your answers by selecting "Edit." When you are certain that the information on the screen is correct, check the box that affirms your answers.

You have 2 Days, 13 Hours, 25 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

Union Hiring Hall

*Field(s) marked with an asterisk * are required.*

Are you a member of a union hiring hall? *

☐ Yes ☒ No

< Back

Continue >

If you are a member of a union hiring hall, select “yes” to the question above and answer the follow-up questions. Union hiring hall members who already completed information about their hiring halls during the initial claim filing will see that information on the screen above. If your “Union Dues Paid Through Date” has changed, please update that information here. You will no longer be required to send in a copy of your union dues paid receipt, but a request for verification will be sent to your hiring hall.

You have 2 Days, 13 Hours, 24 Minutes to finish filing the claim



Voucher Introduction



Employment
History



Income



Ability to Work



Miscellaneous



Verify/Submit
Voucher

Offer of Work

*Field(s) marked with an asterisk * are required.*

Were you offered work at any time from 04/30/2017 to 05/06/2017? *

☐ Yes ☒ No

< Back

Continue >

Here, you will answer questions about any offers of work you received during the voucher period. If you were offered work at any time during the dates shown on the screen, select “yes,” and answer all follow-up questions.

You have 2 Days, 13 Hours, 24 Minutes to finish filing the claim

✓ Waiver Introduction

✓ Employment History

✓ Income

✓ Ability to Work

5 Miscellaneous

6 Verify/Submit Waiver

Requirement to Search for Full-Time Work

In order to receive unemployment insurance benefits, you must search for full-time work. You must complete three work search activities each week in order to receive benefits.

YOU ARE REQUIRED TO KEEP YOUR OWN WEEKLY WORK SEARCH LOG. KEEP YOUR WEEKLY WORK SEARCH LOG IN A SAFE PLACE, AS YOU MAY BE REQUIRED TO PROVIDE YOUR WORK SEARCH LOG TO THE DEPARTMENT AT ANY TIME DURING YOUR CLAIM.

The following opportunities qualify as work search activities:

1. Apply for a full-time job
2. Apply for or take an examination for openings in the civil service of a government unit with reasonable prospects of suitable full-time employment
3. Register with a placement facility of a school, college, or university
4. Register with a placement facility of a professional organization to which you belong
5. Attend a resume workshop
6. Attend an interview workshop
7. Attend a computer workshop
8. Attend a financial literacy workshop
9. Attend a work readiness workshop
10. Create a resume in the Indiana Career Connect program
11. Complete a personal skills assessment in the Indiana Career Connect program
12. Complete a workplace skills assessment in the Indiana Career Connect program
13. Complete a work interests skills assessment in the Indiana Career Connect program
14. Complete a work values assessment in the Indiana Career Connect program
15. Complete a labor market information in the Indiana Career Connect program
16. Complete a Kuder assessment in the Indiana Career Connect program
17. Complete a cover letter in the Indiana Career Connect program
18. Identify professional references in the Indiana Career Connect program
19. Complete a WorkKeys testing
20. Complete TABE (Test for Adult Basic Education) testing
21. Complete at least two NextJob modules
22. Update or create a LinkedIn profile for yourself
23. Complete Accuplacer
24. Attend a professional networking group for a field with reasonable prospects of suitable full-time work
25. Attend a job fair for a field with reasonable prospects of suitable full-time work
26. Attend a job club, job search club, or networking club for a field with reasonable prospects of suitable full-time work
27. Attend a chamber meeting for a field with reasonable prospects of suitable full-time work
28. Meet with a college guidance counselor
29. Complete an Onet career search
30. Job Shadow for a new career for a field with reasonable prospects of suitable full-time work
31. Attend soft skills training
32. Attend a public speaking class
33. Participate in a ToastMasters meeting
34. Attend a certification course

If you have a valid work search waiver (due to approved training, job attachment, or union hiring hall membership) on file with the Department, answer "No" to the question below.

Visit your WorkOne Center for free help finding a job. WorkOne Centers offer many career/job-placement services and training services - all at no cost to you.

Your currently selected full-service WorkOne location is:

Indpls. Eastside - WorkOne

2525 N Shadeland Ave Ste C3

C-3

Indianapolis, IN 46219-1786

(317) 358-4500

Field(s) marked with an asterisk * are required.

Did you search for full-time work during the week of 04/30/2017 and 05/06/2017? *

☐ Yes ☐ No

< Back

Continue >

You have 2 Days, 13 Hours, 24 Minutes to finish filing the claim



Warning!

Benefit Rights Agreement

Under 18 U.S.C. §1001, knowingly and willfully concealing a material fact by any trick, scheme, or device or knowingly making a false statement in connection with this claim is a Federal Offense, punishable by a fine or imprisonment for not more than five years, or both, under Title 18 of the United States Code.

I certify that I fulfilled the work registration requirements, I am not receiving subsistence allowance for training or education and all information provided for my weekly unemployment claim is correct.

I certify that I have reported any and all work, earnings, and self-employment activity for this week, even though I may not have yet been paid. I have also reported anything that interfered with my ability to work full-time or to search for full-time work this week.

I understand making false statements on this weekly unemployment claim is unlawful and I could be subject to penalties including criminal prosecution. I am aware that if I knowingly fail to disclose information or give false statements to receive unemployment benefits, I may lose my unemployment benefits, be required to repay benefits received improperly with interest and penalty, and may be subject to civil and criminal prosecution.

*Field(s) marked with an asterisk * are required.*

Your initials are required to proceed. *

I agree


Continue >

You must read the Benefit Rights Agreement carefully. Knowingly and willfully concealing material facts or intentionally making false statements in connection with filing your weekly voucher is a Federal Offense and is punishable by fines or imprisonment or both. In order to proceed, you must type your initials in the box and select “I agree”.

Voucher Filing - Post-Submission Instructions

[Home](#) / Post-Submission Instructions

CONGRATULATIONS!

Your voucher was successfully submitted. 

Voucher Confirmation #: 64615559

[Claimant Homepage](#)

Congratulations! Your weekly voucher was successfully submitted. If you have any questions regarding the claim filing process, please refer to the Claimant Handbook.